

27 March 1952

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TO: Assistant Director,
Office of Collection and Dissemination
FROM: [REDACTED] Organization and Methods Examiner
SUBJECT: Report on Security Office,
Area Top Secret Control Office

1. PROBLEM: Review of operating methods of the Area Top Secret Control Office, Security Office, for the purpose of insuring compliance with basic Agency regulations and establishing uniform operating methods throughout CIA.

2. INCLUSIVE SURVEY DATES: 25 March 1952

25X1A9a

a. Area Top Secret Control Officer:
Alternate Top Secret Control Officer: [REDACTED]

3. FACTS BEARING ON THE PROBLEM:

a. Obvious Departures from Basic Agency System:

(1) An assistant in one of the Divisions hand-carries documents to other Areas, by-passing the Area TSCO. This assistant obtains a signed receipt from the other Area, brings the receipt to the Area TSCO and obtains the Area officer's signature on her log.

(2) Top Secret files are decentralized to the various divisions of the Security Office.

(3) Area TSCO prepares document receipts in single copy, flags her weekly log as suspense, and staples signed receipts to the log.

(4) Documents are received direct from outside agencies and controlled by a Security Office number. This direct receipt is the result of arrangements made by the higher echelons of the Security Office.

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-2-

b. Security Hazards:

(1) Under security regulations an Assistant TSCC is not authorized to transmit documents outside the Area (see 3,a.,(1)).

(2) OPC sends several copies of a document to the Security Office with only one cover sheet and/or OPC's special cover sheet. Approximately half the documents received from OPC have not been assigned copy numbers.

c. General Problem:

(1) Security Office contemplates transferring the Area TSCC from the Office of the Chief to the Administrative Division. The procedure would be that Top Secret documents would be received, signed for, listed and screened by the Office of the Chief before being turned over to the Administrative Division for control and dissemination.

(2) In discussing the problem of over-classification, the Area TSCC expressed the belief that many people in the higher echelons confuse the Top Secret classification with an "Eyes Only" designation, result being that many documents are classified Top Secret on the theory that this will insure that they will be seen only by cognizant personnel.

4. CONCLUSIONS:

The examiner received the same cooperation and courtesy that has been evident in each Area and Sub-Station visited. No major departure or infractions were observed.

5. ACTION RECOMMENDED:

a. Transfer of the Area TSCC, as contemplated, should be in the opinion of the examiner a complete transfer with documents delivered direct to the Administrative Division. If the Security Office wishes the Office of the Chief to see all Top Secret documents before routine processing, the examiner recommends that the Area TSCC should be retained in its present location.

b. If the addressees of this report agree that confusion exists between "Top Secret" and "Eyes Only" classification, the examiner recommends issuance of an additional interpretation of the difference between these classifications.

ALL INFORMATION

-3-

c. The Assistant who hand-carries documents to other Areas should be instructed to desist immediately because of the violation of regulations and because of the extra work involved in the present practice.

25X1A9a

Organization and Methods Examiner

CONCURRENCES:

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CIA Top Secret Control Officer

W. L. Peel
Chief, Organization and Methods Service